

Message Text

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ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 OMB-01 L-03 SCSE-00 PER-03 SCA-01

/020 W

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R 040815Z AUG 75

FM AMCONSUL JERUSALEM

TO SECSTATE WASHDC 7234

UNCLAS SECTION 1 OF 2 JERUSALEM 1233

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF PRIVACY ACT OF 1974

FOR FADRC

REF: STATE 172353

1. FOLLOWING INFO IS PROVIDED IN REPLY REFTEL AND IS ARRANGED ACCORDING TO PRESCRIBED FORMAT WITH ONE RECORD PER PARAGRAPH. IT SHOULD BE NOTED THAT BULK OF INFO IN CONSULAR FILES LISTED BELOW (EXCEPT FOR TEMPORARY REGISTRATIONS) IS ALSO AVAILABLE IN DEPT OR OTHER WASHINGTON AGENCIES (SSA, VA). HOWEVER, POST'S FILES ALSO INCLUDE RELATIVELY SMALL AMOUNT OF MATERIAL NOT SUBMITTED TO WASH. THIS TRUE, FOR EXAMPLE, OF PENDING CASES NOT YET DOCUMENTARILY COMPLETE AND READY FOR SUBMISSION. FILES ALSO CONTAIN SUCH ITEMS AS NOTES OF INTERVIEWS WHICH NOT FORWARDED TO WASHINGTON. IN INTEREST OF COMPLETENESS WE HAVE LISTED THESE FILES BUT DEPT MAY DETERMIN INCLUSION IN LISTING NOT REQUIRED. MATERIAL IN SSA AND VA FILES GENERALLY NOT DUPLICATED IN DEPT FILES BUT IS IN THE MAIN AVAILABLE IN FILES OF THOSE AGENCIES.

2. I. NAME OF RECORD: GENERAL ADMINISTRATIVE/PERSONNEL FILES.

II. CATEGORY OF INDIVIDUAL: US PERSONNEL ASSIGNED TO CONSULATE GENERAL AND THEIR DEPENDENTS.

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III. CATEGORY OF RECORD: SHIPPING DOCUMENTS FOR PERSONAL

AND HOUSEHOLD EFFECTS AND PERSONAL VEHICLES; REQUESTS TO LOCAL AUTHORITIES FOR ID CARDS, DRIVER'S LICENSES, CUSTOMS DUTY EXEMPTIONS, TELEPHONE INSTALATION; APPLICATIONS FOR EXTENSION OF ISRAELI VISAS; DOCUMENTS REGARDING LEASE OF QUARTERS OCCUPIED BY US EMPLOYEES, REGISTRATION OF PERSONAL VEHICLES AND PERMISSION TO CROSS JORDAN RIVER BRIDGE.

IV. AUTHORITY: MAINTAINED BECAUSE OF OPERATIONAL NECESSITY AND REQUIREMENTS OF LOCAL AUTHORITIES; SPECIFIC STATUTORY OR EXECUTIVE ORDER AUTHORITY NOT KNOW TO POST.

V. ROUTINE USES: NOT DIVULGED TO ANY AGENCY OR PERSON OUTSIDE DEPT OF STATE WITH EXCEPTION OF THOSE REQUESTS THAT MUST BE SUBMITTED TO LOCAL AUTHORITIES (E.G. REQUESTS FOR ID CARDS, CUSTOMS EXEMPTIONS, ETCVV)

VI. RECORD MANAGEMENT POLICY AND PRACTICE:

A. STORAGE: HARD COPY IN INDIVIDUAL FILE FOLDERS.

B. RETRIEVABILITY: ALPHABETICAL BY NAME.

C. SAFEGUARDS: STORED IN BAR-LOCK CABINETS.

ACCESS ON NEED-TO-KNOW BASIS TO ADMINISTRATIVE EMPLOYEES OF CONSULATE GENERAL WHO HAVE SECURITY CLEARANCE.

D. RETENTION AND DISPOSAL: DESTROYED THREE YEARS AFTER DEPARTURE OF EMPLOYEE FROM POST.

VII. SYSTEM MANAGER: POST ADMINISTRATIVE OFFICER.

VIII. SOURCES: SHIPPING AGENTS OR CARRIERS; LOCAL AUTHORITIES (ORIGINAL SOURCE OF VIRTUALLY ALL INFO ABOUT PERSON IS INDIVIDUAL HIMSELF.)

3. I. CONSULAR FILES - TEMPORARY REGISTRATIONS (INCLUDED IN PASSPORT/CITIZENSHIP MASTER CARD FILE).

II. NAMES OF AMERICAN CITIZENS TEMPORARILY RESIDING IN JERUSALEM CONSULAR DISTRICT (CITY OF JERUSALEM AND WEST BANK OF JORDAN).

III. BIOGRAPHIC AND ADDRESS DATA ESSENTIAL TO IDENTIFY AND LOCATE INDIVIDUAL AND TO RECORD CITIZENSHIP STATUS.

IV. E.O. 11295, AUGUST 5, 1966; 22 CFR 50.2 AND 50.3; 8 FAM 261.81 AND 287.41, PROCEDURES.

V. NOT AVAILABLE ON ROUTINE BASIS TO ANY AGENCIES OR PERSONS OUTSIDE DEPT OF STATE.

VI. A. 5 X 8 INCH INDEX CARDS.

B. ALPHABETICALLY BY NAME.

C. STORED IN BAR LOCK CABINETS AND ACCESSIBLE ONLY
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TO AUTHORIZED EMPLOYEES OF CONSULATE GENERAL WHO HAVE SECURITY CLEARANCE.

D. DESTROYED AFTER DEPARTURE OF INDIVIDUAL FROM CONSULAR DISTRICT.

VII. CHIEF OF CONSULAR SECTION.

VIII. NONE OTHER THAN INDIVIDUAL TO WHOM RECORD PERTAINS.

4. I. CONSULAR FILES - PENDING PASSPORT/CITIZENSHIP CASES.

- II. NAMES OF PERSONS ABOUT WHOSE AMERICAN CITIZENSHIP SOME QUESTION HAS ARISEN.
- III. COMPLETED APPLICATION FORMS; CORRESPONDENCE BETWEEN POST AND INDIVIDUAL CONCERNED AND BETWEEN ISRAELI GOVERNMENT OFFICES AND INDIVIDUAL CONCERNED.
- IV. E.O. 11295, AUGUST 5, 1966; 22 CFR, PART 51; AND AS SET FORTH IN 8 FAM 240, LAWS AND REGULATIONS.
- V. NOT AVAILABLE ON ROUTINE BASIS TO ANY AGENCIES OR PERSON OUTSIDE DEPT OF STATE.
- VI. A. HARD COPY IN FILE FOLDERS.
 - B. ALPHABETICALLY BY NAME, WITHIN CALENDAR YEAR.
 - C. STORED IN BAR-LOCK CABINET AND ACCESSIBLE ONLY TO AUTHORIZED CONSULATE GENERAL EMPLOYEES WHO HAVE SECURITY CLEARANCE.
 - D. RETAINED FOUR YEARS; THEN DESTROYED IF INACTIVE.
- VII. CHIEF OF CONSULAR SECTION.
- VIII. LOCAL AUTHORITIES, VIA INDIVIDUAL CONCERNED.

- 5. I. CONSULAR FILES - ARRESTS.
 - II. NAMES OF AMERICAN CITIZENS OR RESIDENT ALIENS ARRESTED IN JERUSALME CONSULAR DISTRICT.
 - III. BIOGRAPHIC DATA; CIRCUMSTANCES SURROUNDING ARREST; DISPOSITION OF CASE BY POLICE OR CURTS; NAMES, ADDRESSES AND PHONE NUMBERS OF ATTORNEYS INVOLVED.
 - IV. 22 U.S. C. SECTION 1732; 7 FMA 359.
 - V. NOT AVAILABLE ON ROUTINE BASIS TO ANY AGENCIES OR PERSONS OUTSIDE DEPT OF STATE.
 - VI. A. HARD COY IN FILE FOLDERS.
 - B. ALPHABETICALLY BY NAME, WITHIN CALENDAR YEAR.
 - C. STORED IN BAR-LOCK CABINET; ACCESSIBLE ONLY TO AUTHORIZED CONSULATE GENERAL EMPLOYEES WHO HAVE SECURITY CLEARANCE.
 - D. RETAINED FOUR YEARS; THEN DESTROYEDIF INACTIVE.
 - VII. CHIEF OF CONSULAR SECTION.
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- VIII. LOCAL AND NATIONAL POLICE; LOCAL AND DISTRICT COURT FILES; ATTORNEYS FOR INDIVIDUALS CONCERNED.

- 6. I. CONSULAR FILES - CORRESPONDENCE ON WELFARE/WHEREABOUTS CASES.
- II. NAMES OF AMERICAN CITIZENS REQUIRING ASSISTANCE OR WHOSE WHEREABOUTS IS SOUGHT.
- III. BIOGRAPHIC DATA; CIRCUMSTANCES SURROUNDING DIS-APPEARANCE OF NATURE OF ASSISTANCE REQUESTED; DISPOSITION OF CASE.
- IV. 7 FAM 301.
- V. NOT AVAILABLE ON ROUTINE BASIS TO ANY AGENCIES OR PERSONS OUTSIDE DEPT OF STATE.
- VI. A. HARD COPY IN FILE FOLDERS.
 - B. ALPHABETICALLY BY NAME, WITH CALENDAR YEAR.

C. STORED IN BAR-LOCK CABINET; ACCESSIBLE ONLY TO
AUTHORIZED CONSULATE GENERAL EMPLOYEES WHO HAVE SECURITY
CLEARANCE.

D. RETAINED FOUR YEARS; THEN DESTROYED IF INACTIVE.
VII. CHIEF OF CONSULAR SECTION.

VIII. LOCAL AUTHORITIES; INDIVIDUALS OR ORGANIZATIONS
ABLE TO PROVIDE USEFUL INFO OR ASSISTANCE.

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ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 OMB-01 L-03 SCSE-00 PER-03 SCA-01

/020 W
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R 040815Z AUG 75
FM AMCONSUL JERUSALEM
TO SECSTATE WASHDC 7235

UNCLAS SECTION 2 OF 2 JERUSALEM 1233

E.O. 11652: N/A
TAGS: AINF, OGEN
SUBJECT: IMPLEMENTATION OF PRIVACY ACT OF 1974

FOR FADRC

7. I. CONSULAR FILES - FEDERAL BENEFITS: SOCIAL SECURITY
ADMINISTRATION (SSA).

II. RECIPIENTS OF AND CLAIMANTS FOR SOCIAL SECURITY
BENEFITS.

III. REQUESTS FOR SERVICES AND REPLIES TO REQUESTS;
CORRESPONDENCE WITH BENEFICIARIES AND LOCAL INSTITUTIONS;
CORRESPONDENCE WITH SSA.

IV. 22 U.S.C. 846; 7 FAM 201.

V. NOT AVAILABLE ON ROUTINE BASIS TO ANY AGENCIES OR
PERSONS OUTSIDE DEPT OF STATE WRDHREW.

VI. A. HARD COPY IN FILE FOLDERS.

B. ALPHABETICALLY BY NAME, WITHIN CALENDAR YEAR.

C. STORED IN BAR-LOCK CABINET; ACCESSIBLE ONLY TO
AUTHORIZED CONSULATE GENERAL EMPLOYEES WHO HAVE SECURITY
CLEARANCE.

D. RETAINED FOUR YEARS; THEN DESTROYED IF INACTIVE.

VII. CHIEF OF CONUSLAR SECTION.

VIII. SOCIAL SECURITY ADMINISTRATION; LOCAL EDUCATIONAL AND
MEDICAL INSTITUTIONS.

8. I. CONSULAR FILES - FEDERAL BENEFITS: VETERANS
ADMINISTRATION (VA).

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II. RECIPIENTS OF AND CLAIMANTS FOR VA BENEFITS.

III. CLAIMS FOR VA BENEFITS; RECORDS OF REIMBURSABLE
MEDICAL TREATMENT; REQUESTS FROM INSTITUTIONS OF HIGHER
LEARNING FOR APPROVAL; CORRESPONDENCE WITH VA.

IV. 22 U.S.C. 846; 7 FAM 201

V. NOT AVAILABLE ON ROUTINE BASIS TO ANY AGENCIES OR
PERSONS OUTSIDE DEPT OF STATE AND VA.

VI. A. HARD COPY IN FILE FOLDERS.

B. ALPHABETICALLY BY NAME, WITHIN CALENDAR YEAR.

C. STORED IN BAR-LOCK CABINET; ACCESSIBLE XWE TO
AUTHORIZED CONSULATE GENERAL EMPLOYEES WHO HAVE SECURITY
CLEARANCE.

D. RETAINED FOUR YEARS; THEN DESTROYED IF INACTIVE.

VII. CHIEF OF CONSULAR SECTION.

VIII. VETERANS ADMINISTRATION; LOCAL EDUCATIONAL AND
MEDICAL INSTITUTIONS.

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Message Attributes

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Decaption Note:
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Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
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From: JERUSALEM
Handling Restrictions: n/a
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Legacy Key: link1975/newtext/t19750886/aaaacxqb.tel
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Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

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TAGS: AINF, OGEN
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